



Job Announcement

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Opening Date:	January 8, 2010	Closing Date:	January 22, 2010
Job Title:	File Clerk - Family Division	Position Type:	Regular Full Time
PIN:	059934	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Salary:	J03 - \$23,656 - \$27,924 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees are subject to promotion/demotion policy

Essential Functions: Files, retrieves and distributes all files for judges, attorneys, team members, court support staff, and the public. Assists the judges and their staff, attorneys, team members and the public by providing information about the court records and Clerk's Office procedures. Makes copies and certifies as true test copies.

Education: High school diploma or GED.

Experience: Six months of related experience.

Skills/Abilities: Ability to retrieve and replace files accurately using an alphabetical or numerical sequenced filing system; differentiate colors used in office filing system; interpret performance policies and procedures, and general correspondence as related to work performance. Ability to communicate in an effective, patient and tactful manner with judges, co-workers and the public; and to apply common sense understanding in adhering to general filing procedures. Must be able to lift/move records, carts, etc., weighing up to 35 pounds. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN number, and location. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
412 Courthouse East
111 North Calvert Street
Baltimore, Maryland 21202
ATTN: Frank M. Conaway

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.